

Monitoring and Evaluation Intern

Background

Atma requires a Monitoring & Evaluation (M&E) intern to support the Monitoring & Evaluation activities at its partner organisations. The major role of the intern is to build a complete Monitoring & Evaluation system for one of the partner organisations.

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| Location: | Mumbai/ Pune |
| Time Commitment: | Full Time |

| No. | Key Job Areas |
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| | <ul style="list-style-type: none"> ● Conduct an M&E audit to evaluate existing tools and processes used by the organisation. ● Create an indicator list based on the Logic Model of the organisation. ● Create data collection tools and an implementation plan to collect the data. ● Create data trackers and an implementation plan to capture and analyse the data. ● Update existing reporting structures with the organisation's communications team. |

| Skills | Knowledge/ Experience | Competencies |
|--------------------------|-----------------------|------------------------|
| Microsoft office skills, | Education and prior | Ability to communicate |

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| especially Excel. | work experience in Monitoring and Evaluation. | well with the Partner organisation's leaders and use their inputs to design the M&E system. |
| Ability to research M&E systems of other similar organisations. | | Friendly and professional demeanor. |
| | | Excellent coordinating skills, positive and energetic attitude. |
| | | Strong desire to meet goals and commitments. |
| | | Self starter. |
| | | Able to deal with ambiguity. |
| | | Maturity. |